

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: Attorney IV, III, II & I - Criminal

Posting# 2004-0218sr

3 positions available – Attorney IV may be underfilled as an Attorney III, Attorney III may be underfilled as an Attorney II and Attorney II may be underfilled as an Attorney I

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Attachment
- College transcripts and/or diploma if related to position – no internet printouts
- Utah State Bar Membership Number listed on application

STARTING SALARY:

Attorney IV – Step 65 – 71	\$89,860 - \$103,330 annually
Attorney III – Step 56 – 62	\$72,902 - \$83,796 annually
Attorney II – Step 49 – 55	\$61,955 - \$71,238 annually
Attorney I – Step 45 – 51	\$56,481 - \$64,879 annually

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: February 9, 2018

CLOSING DATE: March 2, 2018

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under policies and procedures established by the Utah County Attorney, prosecutes criminal offenses for the State of Utah and Utah County and provides legal counsel and advice on matters of civil law to various County departments. Individual case assignments are distributed among Attorneys I - II - III - IV according to case complexity.

DUTIES INCLUDE:

Criminal Attorney

Prosecutes criminal offenses in the District, Circuit, and Justice Court systems and argues misdemeanor appeals before the appellate courts.

Represents the State at hearings, arraignments, entry of plea, orders to show cause, waiver hearings, pretrial conferences, preliminary hearings, trials, misdemeanor appeals, and court calendars and fills in for other attorneys as needed.

Reviews files, screens police reports, investigates crime scenes, and interviews law enforcement officers, victims, and witnesses.

Evaluates cases under investigation by police agencies regarding the existence, nature, and degree of offenses.

Consults with staff attorneys and police officers regarding the charging of offenses and authorizes the issuance of criminal charges.

Evaluates the strengths and weaknesses of the prosecution's case and prepares cases for presentation in court.

Performs legal research and prepares written pleadings and memoranda for each case.

Negotiates case resolution with defendants and with defense counsel.

Assists, advises, and trains law enforcement agencies on preliminary matters and the development of investigations for charging purposes.

Prepares administrative and investigative subpoenas.

Reviews requests for search warrants, wire taps, arrest warrants, and subpoenas and approves requests for extraditions.

Performs mandatory on-call duties on a rotating basis as assigned and travels between locations as required.

Meets with law enforcement officers, government agencies, the public, and other office staffs and attends required meetings and seminars.

Maintains knowledge and skill levels in current case decisions and legislation.

Performs civil attorney duties as assigned.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: Litigation proceedings including Rules of Civil Procedure, Rules of Evidence, Rules of Criminal Procedure, Rules of Juvenile Procedure, Rules of Appellate Procedure, and the Criminal Code.

Skill in: Litigation and trial advocacy, Conducting legal research, Legal writing including legal briefs and memos, Analytical problem solving, Decision making under adversarial circumstances.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities, Communicate effectively verbally and in writing, Maintain files, records, and reports, Coordinate multiple tasks efficiently.

REQUIREMENTS FOR EMPLOYMENT:

Attorney I - Equivalent to a J.D. degree from an accredited law school.

Attorney II

Criminal - Equivalent to a J.D. degree from an accredited law school; and one (1) year work experience as a criminal justice attorney.

Attorney III

Criminal - Equivalent to a J.D. degree from an accredited law school; and four (4) years experience as a prosecutor or litigator including felony trial experience in a District Court.

Attorney IV

Criminal - Equivalent to a J.D. degree from an accredited law school; and seven (7) years experience as a prosecutor or litigator including felony trial experience in a District Court.

Attorney II, III, and IV

A graduate degree in Public Administration or another appropriate graduate degree, or professional work experience in a field that closely relates to the incumbent's work assignment, may be substituted for one (1) year of legal experience.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

Incumbent must successfully complete mandatory continuing legal education (CLE) training every two (2) years.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.